

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 0890

FLSA: Exempt

CLASSIFICATION TITLE: FIRE TRAINING CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with overseeing training operations and activities for the fire department, including conducting training programs and ensuring that all fire fighters receive proper training.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures staff compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Fire Chief, Deputy Fire Chief, outside agencies, and other officials as needed to review training activities, review training progress, resolve problems, and receive advice/direction.

Communicates with fire department personnel, other departments, vendors, school students, the public, outside agencies, and other individuals as needed to coordinate

work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Oversees operations of the training division; coordinates department training activities; ensures that all fire fighters receive appropriate training and are trained to maintain a state of readiness/preparedness for emergency response.

Determines the training needs of the organization; develops goals and objectives to achieve those needs; implements training programs.

Continually evaluates the effectiveness of training; develops the resources needed to sustain an effective and efficient training program.

Reviews and coordinates training programs/schedules with department managers.

Manages/conducts state school certification programs.

Conducts basic and advanced fire fighting training and physical ability testing for fire fighters.

Conducts pump and aerial certification courses.

Conducts drills and training evolutions.

Prepares/conducts specialized courses for public/private agencies.

Assembles course materials; ensures that lesson plans, materials, resources, and equipment needed to conduct training are available at training sessions.

Organizes/sets up classrooms or training facilities as appropriate to conduct training; sets up and operates audio/visual equipment.

Adjusts presentations to class requirements and adjusts to differences in learning styles, abilities and behaviors to ensure achievement of training objectives; addresses disruptive behavior.

Participates in career day programs at local schools.

Manages the basic resources, records, and reports essential to the instructional process; maintains records of training activities.

Oversees, checks, and maintains inventory of equipment and supplies assigned to the training division and used in training activities; initiates orders for new or replacement materials.

Operates or utilizes various fire fighting and emergency medical equipment, tools, and supplies, which may include a motor vehicle, fire engine/pumper, aerial ladder truck, pump apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, portable

lights, battery charger, air monitoring equipment, blood pressure cuff, defibrillator, oxygen regulator, backboard, stethoscope, thermometer, diagnostic medical equipment, gauges, television, VCR, editing equipment, camcorder, projector, radio communications equipment, typewriter, copier, calculator, and facsimile machine.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, or other software programs.

Assists in developing and implementing long and short term plans and goals for the department.

Assists in developing and implementing departmental budget; provides budgetary input and recommendations for the training division; identifies needed materials and equipment; monitors expenditures.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares training reports; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Prepares or completes various forms, reports, correspondence, logs, lists, schedules, medical incident reports, attendance records, performance appraisals, purchase requests, training reports, equipment reports, annual reports, or other documents.

Receives various forms, reports, correspondence, orders, logs, schedules, training reports, safety reports, job applications, attendance records, time sheets, invoices, maps, manuals, policies, procedures, reference materials, training materials, audio/visual materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Prepares division files; maintains file system of division records.

Performs research as needed.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Provides education to the public concerning fire safety and fire prevention.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in fire fighting and emergency medical treatment programs; supplemented by six (6) years previous experience and/or training that includes fire administration, training, fire fighting, and basic emergency medical treatment in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Fighter certification. Must possess and maintain valid Tennessee First Responder certification. Must possess and maintain valid Emergency Medical Technician certification. Must possess and maintain valid Hazardous Materials Technician certification. May be required to possess and maintain Vehicle Extrication Certification. May be required to possess and maintain valid Engine Driver/Pump Operator Certification. Must possess and maintain a valid Tennessee Driver's License with F endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, and smoke.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.